

ADMINISTRATIVE--INTERNAL USE ONLY

25 February 1985

MEMORANDUM FOR:

[redacted]
DCI Personnel Officer

STAT

FROM:

J. Kenneth McDonald
Chief, DCI History Staff

SUBJECT:

Hiring Grade and Step Levels [redacted]
[redacted]

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1. As you know, I am submitting PHS and other forms from the following candidates to initiate processing for our three GS-13 Staff Historian vacancies:

[redacted]

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2. In informing these three of their selection for processing, I have negotiated grade and step levels for each of them, subject to the approval of the head of the "E" career service. I arrived at these levels by taking into account (a) their experience and present salary levels; and (b) my desire to appoint them as GS-12's to allow head-room for later promotion to GS-13.

[redacted]

6. I would be grateful if you could take the necessary steps to get these grade and step levels approved.

Distribution:

Orig - Addressee

1 - C/HS

1 - HS Chrono

1 - HS Subject File (Recruitment)

/s/ J. Kenneth McDonald

J. Kenneth McDonald

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